



State of Arizona  
Department of Education

Jaime A. Molera  
Superintendent of  
Public Instruction

**SPED 02-42**

**M E M O R A N D U M**

May 23, 2002

**TO:** Charter School Administrators

**FROM:** Lynn Busenbark, Ph.D.  
Director of Program Support  
Exceptional Student Services

**RE:** Special Education Training for Newly Chartered Schools

In Arizona, all local educational agencies, including charter schools, are to have in place a program to meet the needs of children with disabilities. In order to assist you in designing an appropriate program, the Arizona Department of Education, Exceptional Student Services Unit, will provide training on June 25, and July 23, 2002. As a support to this one-day training, a mentor program is available to assist you with your program development. If your school does not attend this training, the school will be monitored for special education compliance during its first year of operation.

The one-day training for charter holders will provide information related to the following:

- ☐ The Individuals with Disabilities Education Act,
- ☐ Federal and state laws and regulations related to the provision of service to students with disabilities,
- ☐ The development of state required policies and procedures related to special education,
- ☐ The documentation requirements of the special education process,
- ☐ Administrative systems which will provide appropriate program over-site,
- ☐ The six-year monitoring system conducted by the Arizona Department of Education,
- ☐ Procedures and mechanisms for capturing federal and state funds, and
- ☐ The ADE/ESS Charter School Mentoring Program, which may only be accessed through participation in this training.

You could further assist us in making sure that there is awareness of this training by sending contact names, addresses, and phone numbers for all new charter applicants to Vivian Nava by June 10, 2002. She can be reached by phone at 928-226-0849 or at the following email address: [vnava@ade.az.gov](mailto:vnava@ade.az.gov).

We will be able to accommodate 50 representatives from new charter schools that are going to be operational in the fall of 2002. Only two people from each school will be allowed to attend. One of those must be the person who is legally and fiscally responsible for the operation of the school.